



AGENDA
REGULAR MEETING OF THE BARRHEAD TOWN COUNCIL
TUESDAY, NOVEMBER 25, 2025, AT 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

Barrhead....a quality community....giving a quality lifestyle

1. Call to Order
2. Consideration of Agenda (Additions - Deletions)
3. Confirmation of Minutes
 - (a) Organizational Meeting Minutes – October 28, 2025
 - (b) Regular Meeting Minutes – October 28, 2025
4. Public Hearings

There are no Public Hearings
5. Delegations
 - (a) Sgt. Hack, Barrhead RCMP Detachment
 - (b) Tyler Batdorf, CAO, Barrhead and District Social Housing Association
6. Old Business
 - (a) Barrhead Lagoon Upgrades
7. New Business
 - (a) Barrhead Regional Water Commission Grant Application
 - (b) All-Skills Bike Park
 - (c) Monthly Bank Statement – Ending September 30, 2025
 - (d) Monthly Bank Statement – Ending October 31, 2025
 - (e) Backyard Chickens Discussion
8. Reports
 - (a) Council Reports

9. Minutes

- (a) Community Futures Yellowhead East – June 18, 2025
- (b) Barrhead County - October 28, 2025
- (c) Barrhead County – November 4, 2025

10. Bylaw

None.

11. Correspondence Item

- (a) AHS Tree of Hope Request Letter
- (b) International Day for Persons with Disabilities

12. For the Good of Council

13. Tabled Items

- (a) Barrhead Public Library 2026 Budget

14. In-Camera

None.

15. Adjourn

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE BARRHEAD TOWN COUNCIL
HELD TUESDAY, OCTOBER 28, 2025 @ 5:30 P.M.
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS**

PRESENT Mayor Assaf, C. Botros, S. Fylyshtan, D. Kluin, A. Oswald, D. Sawatzky and D. Smith.

Officials: Collin Steffes, CAO, Jennifer Mantay, Director of Corporate Services, Jenny Bruns, Director of Planning and Economic Development and Legislative Services, and Jodie Lyons, Municipal Coordinator

Others: Barry Kerton, Barrhead Leader

CALL TO ORDER Mayor Assaf called the meeting to order at 5:30 p.m.

CONSIDERATION OF AGENDA

The Agenda was reviewed.

323-25 Moved by Cr. Smith that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

DEPUTY MAYOR APPOINTMENTS

The Deputy Mayor appointments for 2025-2026 were reviewed.

324-25 Moved by Cr. Kluin that the Deputy Mayor appointments for 2025-2026 be as follows:

Dates	Appointed as Deputy
November – December 2025:	Cr. Oswald
January – February 2026:	Cr. Smith
March – April 2026:	Cr. Kluin
May – June 2026:	Cr. Sawatzky
July – August 2026:	Cr. Fylyshtan
September – October 2026:	Cr. Botros

CARRIED UNANIMOUSLY

**COUNCIL APPOINTMENTS
TO STANDING COMMITTEES, BOARDS
COMMISSIONS & OTHER APPOINTMENTS**

Council reviewed the list of Standing Committees, Boards, Commissions and Other Appointments.

325-25 Moved by Cr. Sawatzky that Council approve the list of Committees, Boards and Commissions with appointments as follows.

Committee, Boards, Commissions	Council Appointments
Barrhead Accessibility Coalition	Cr. Kluin
Barrhead Attraction & Retention Committee	Cr. Botros
Barrhead & Area Regional Crime Coalition (BARCC)	Cr. Kluin
Barrhead & District Social Housing Authority	Cr. Smith
Barrhead & District Historical Society	Cr. Fylyshtan
Barrhead Exhibition Association & Agricultural Society	Cr. Oswald Alt.: Cr. Sawatzky
Barrhead Regional Airport Committee	Cr. Kluin Cr. Botros
Barrhead Regional Fire Services Committee	Cr. Smith Cr. Sawatzky
Barrhead Regional Landfill Committee	Cr. Kluin Cr. Fylyshtan
Barrhead Regional Water Commission	Cr. Smith Cr. Oswald Alt.: Cr. Fylyshtan
Capital Region Assessment Services Commission	Cr. Fylyshtan
Chamber of Commerce	Cr. Oswald
Community Futures Yellowhead East	Cr. Botros
Family & Community Support Services Society	Cr. Oswald Cr. Fylyshtan
Intermunicipal Collaboration Framework Committee	Cr. Sawatzky Cr. Smith Alt.: Cr. Kluin
Library Board	Cr. Botros
Municipal Planning Commission	Cr. Sawatzky Cr. Oswald Cr. Fylyshtan Alt.: Cr. Botros
Subdivision & Development Appeal Board	Cr. Smith
Twinning Committee	Cr. Botros
Yellowhead Regional Library Board	Cr. Botros Alt.: Cr. Fylyshtan

CARRIED UNANIMOUSLY

ADJOURN

326-25 Moved by Cr. Oswald that Council adjourn the Organizational Meeting at 5:56 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

MINUTES OF THE REGULAR MEETING OF THE BARRHEAD
TOWN COUNCIL HELD TUESDAY, OCTOBER 28, 2025
IN THE TOWN OF BARRHEAD COUNCIL CHAMBERS

PRESENT Mayor Assaf, C. Botros, S. Fylyshtan, D. Kluin, A. Oswald, D. Sawatzky, and D. Smith.

Officials: Collin Steffes, CAO; Jenny Bruns, Director of Planning, Economic Development & Legislative Services; Jennifer Mantay, Director of Corporate Services; and Jodie Lyons, Municipal Coordinator.

OTHERS Barry Kerton, Barrhead Leader; Ms. Savannah Belyk, Executive Director, Barrhead District Family and Community Support Services; and Ms. Lindsey Juke Turnbull, Director, Barrhead Public Library and Jane Kusal Library Board Chair.

CALL TO ORDER Mayor Assaf called the meeting to order at 5:56 p.m.

AGENDA The agenda was reviewed.

327-25 Moved by Cr. Smith that the agenda be accepted as presented.

CARRIED UNANIMOUSLY

CONFIRMATION OF MINUTES The Minutes of the Town Council Regular Meeting of October 14, 2025, were reviewed.

328-25 Moved by Cr. Sawatzky that the Minutes of the Town Council Regular Meeting of October 14, 2025, be approved as presented.

CARRIED UNANIMOUSLY

DELEGATIONS

BARRHEAD FCSS

Mayor Assaf and Council welcomed Ms. Savannah Belyk, Executive Director, Barrhead District Family and Community Support Services at 5:57 p.m.

Executive Director, Ms. Savannah Belyk provided information on the proposed FCSS budget.

EXITED Mayor Assaf and Council thanked Executive Director, Ms. Savannah Belyk from Barrhead FCSS and she exited Chambers at 6:02 p.m.

329-25 Moved by Cr. Oswald that the presentation from Barrhead District Family and Community Support Services is accepted as presented.

CARRIED UNANIMOUSLY

**BARRHEAD PUBLIC
LIBRARY**

Mayor Assaf and Council welcomed Ms. Lindsey Juke Turnbull, Director, Barrhead Public Library and Jane Kusal, Library Board Chair at 6:03 p.m.

Director, Ms. Lindsey Juke Turnbull, presented information about the proposed budget to Council.

EXITED

Mayor Assaf and Council thanked Director, Ms. Lindsey Juke Turnbull from Barrhead Public Library and Jane Kusal, Library Board Chair; they exited Chambers at 6:35 p.m.

330-25

Moved by Cr. Sawatzky that Council accepts the Barrhead Public Library presentation as information.

CARRIED UNANIMOUSLY

NEW BUSINESS

**2026 FAMILY AND COMMUNITY
SUPPORT SERVICES BUDGET**

Jennifer Mantay, Director of Corporate Services presented to Council to accept the 2026 Barrhead & District Family and Community Support Services Society Operating Budget.

331-25

Moved by Cr. Oswald that Council approves the 2026 Barrhead & District Family and Community Support Services Society Operating Budget, as presented.

CARRIED UNANIMOUSLY

RECESSED

332-25

Moved by Cr. Sawatzky that the Council Meeting be recessed at 6:37 p.m.

CARRIED UNANIMOUSLY

RECONVENED

333-25

Moved by Cr. Kluin that the Council Meeting be reconvened at 7:07 p.m.

CARRIED UNANIMOUSLY

**2026 BARRHEAD LIBRARY
BUDGET**

Jennifer Mantay, Director of Corporate Services presented to Council to approve 2026 Barrhead Public Library Operating Budget.

334-25

Moved by Cr. Smith that Council table the 2026 Barrhead Public Library Operating Budget as presented until the November 25th Council Meeting when more information can be provided.

CARRIED UNANIMOUSLY

**BARRHEAD REGIONAL
LANDFILL 2026 BUDGETS**

Jennifer Mantay, Director of Corporate Services presented to Council approve the Barrhead Regional Landfill Committee’s 2026 Operating Budget, 2027-2029 Operating Plan, the 2026 Proposed Capital Budget and the 10 Year Capital Plan.

335-25 Moved by Cr. Sawatzky that Council approves the Barrhead Regional Landfill Services 2026 Landfill Operating Budget with expenditures in the amount of \$359,280.00, with each municipality contributing \$104,390.00, as presented and recommended by the Barrhead Regional Landfill Services Committee.

CARRIED UNANIMOUSLY

336-25 Moved by Cr. Smith Council approves the Barrhead Regional Landfill Services 2027 to 2029 Landfill Operating Plan, as presented and recommended by the Barrhead Regional Landfill Services Committee.

CARRIED UNANIMOUSLY

337-25 Moved by Cr. Kluin that Council approves the Barrhead Regional Landfill Services 2026 Landfill Capital Budget with expenditures in the amount of \$0.00, as presented and recommended by the Barrhead Regional Landfill Services Committee.

CARRIED UNANIMOUSLY

338-25 Moved by Cr. Kluin that Council approves the Barrhead Regional Landfill Services 10 Year Proposed Landfill Capital Plan, as presented and recommended by the Barrhead Regional Landfill Services Committee.

CARRIED UNANIMOUSLY

**COUNCIL
REPORTS**

The following Reports to Council as of October 28, 2025, were reviewed:

- (a) Family and Community Support Services – Cr. Oswald
- (b) Chamber of Commerce – Cr. Oswald
- (c) Barrhead Exhibition Association & Agricultural Society – Cr. Oswald
- (d) Accessibility Coalition – Cr. Kluin
- (e) Barrhead Regional Water Commission – Cr. Smith
- (f) Barrhead Attraction & Retention Committee – RHPAP – Mayor Assaf

339-25 Moved by Cr. Sawatzky that the following Reports to Council as of October 28, 2025, be accepted as information:

- (a) Family and Community Support Services – Cr. Oswald
- (b) Chamber of Commerce – Cr. Oswald
- (c) Barrhead Exhibition Association & Agricultural Society – Cr. Oswald
- (d) Accessibility Coalition – Cr. Kluin
- (e) Barrhead Regional Water Commission – Cr. Smith
- (f) Barrhead Attraction & Retention Committee – RHPAP Tour – Mayor Assaf

CARRIED UNANIMOUSLY

**CORRESPONDENCE
ITEM**

RMA LETTER

Collin Steffes, CAO, presented a letter received by the Minister of Municipal Affairs regarding New mandate.

**FESTIVAL OF
TREES**

Collin Steffes, CAO, presented a letter inviting attendance and/or participation at the 2025 Festival of Trees event.

340-25 Moved by Cr. Smith that Council accept the correspondence as information.

CARRIED UNANIMOUSLY

**FOR THE GOOD
OF COUNCIL**

- Cr. Kluin congratulated the organizers of the well-attended Pumpkin walk followed by the lengthy fireworks celebration.
- Cr. Sawatzky gave kudos to the Barrhead Attraction & Retention Committee for hosting the successful Rural Health Professionals Tour.

ADJOURN

341-25 Moved by Cr. Kluin that the Council Meeting be adjourned at 7:30 p.m.

CARRIED UNANIMOUSLY

TOWN OF BARRHEAD

Mayor, Ty Assaf

CAO, Collin Steffes

COUNCIL DELEGATION REQUEST

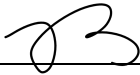
CONTACT INFO	CONTACT INFO
Sgt. Hack	
(NAME)	(NAME)
(TELEPHONE NUMBER)	(TELEPHONE NUMBER)
(EMAIL ADDRESS)	(EMAIL ADDRESS)
MAILING ADDRESS	MAILING ADDRESS
(STREET OR BOX ADDRESS)	(STREET OR BOX ADDRESS)
(CITY, ALBERTA, POSTAL CODE)	(CITY, ALBERTA, POSTAL CODE)
REPRESENTING	
(BUSINESS, COMMITTEE, GROUP, OR BOARD)	
Barrhead RCMP Detachment	
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL	
Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting	
25	November
(DAY)	(MONTH)
2025	OR
(YEAR)	(DAY)
	(MONTH)
	(YEAR)
PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION)	
To provide quarterly updates to Council	
<input checked="" type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, PLEASE INDICATE WHAT IS REQUIRED:	
Please note: Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Town of Barrhead reserves the right not to hear such delegations.	
I/WE ACKNOWLEDGE THAT ONLY THE ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION.	
via email.	
SIGNED	DATE (MM/DD/YY)
SIGNED	DATE (MM/DD/YY)
The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 – 62A Avenue, Barrhead, AB. T7N 1A2	

FOR OFFICE USE ONLY		
<input checked="" type="checkbox"/> ADDED TO AGENDA	IN CAMERA: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	REFERRED TO:
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
APPROVED: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	CAO'S APPROVAL	MAYOR'S APPROVAL
Scheduled Re-Occurance.		
ADDITIONAL COMMENTS/NOTES:		

COUNCIL DELEGATION REQUEST

CONTACT INFO	
Tyler Batdorf, CAO	
(NAME)	
780-674-2787	
(TELEPHONE NUMBER)	
tbatdorf@bdsha.org	
(EMAIL ADDRESS)	
MAILING ADDRESS	
4321 52 Ave	
(STREET OR BOX ADDRESS)	
Barrhead, AB. T7N 1M6	
(CITY, ALBERTA, POSTAL CODE)	

CONTACT INFO	
(NAME)	
(TELEPHONE NUMBER)	
(EMAIL ADDRESS)	
MAILING ADDRESS	
(STREET OR BOX ADDRESS)	
(CITY, ALBERTA, POSTAL CODE)	

REPRESENTING	
(BUSINESS, COMMITTEE, GROUP, OR BOARD)	
Barrhead and District Social Housing Association	
PLEASE INDICATE THE DATE YOU WISH TO PRESENT TO THE TOWN OF BARRHEAD COUNCIL	
Note: In the event of several delegations, please indicated an alternate date or you will be assigned to the next available meeting	
25	November
(DAY)	(MONTH)
2025	OR
(YEAR)	(DAY)
	(MONTH)
	(YEAR)
PURPOSE OF THE DELEGATION IS TO PRESENT THE FOLLOWING: (A COPY OF ALL INFORMATION REGARDING THE TOPIC MUST ACCOMPANY THE APPLICATION)	
To provide a general update.	
<input checked="" type="checkbox"/> INFORMATION SHARING <input type="checkbox"/> REQUEST FOR ACTION, FUNDS, OR CONSIDERATION. <input type="checkbox"/> OTHER (PROVIDE DETAILS)	
HAVE YOU REVIEWED AND UNDERSTAND THE DELEGATION REQUIREMENTS? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> DOES THE DELEGATION REQUIRE SPECIAL EQUIPMENT (POWERPOINT, PROJECTOR, ETC.)? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
IF YES, PLEASE INDICATE WHAT IS REQUIRED: Powerpoint Presentation.	
Please note: Where the subject matter of a delegation pertains to legal matters, personnel, and/or private property issues, the Town of Barrhead reserves the right not to hear such delegations.	
I/WE ACKNOWLEDGE THAT ONLY THE ABOVE MATTER WILL BE DISCUSSED DURING THE DELEGATION.	
 October 7, 2025	
SIGNED	DATE (MM/DD/YY)
SIGNED	DATE (MM/DD/YY)
The personal information collected on this form is to process your delegation to Council. This collection is authorized by Section 4(c) of the Protection of Privacy Act. For questions about the collection of personal information, contact jlyons@barrhead.ca or 780-665-8226 or at 4406 – 62A Avenue, Barrhead, AB. T7N 1A2	

FOR OFFICE USE ONLY		
<input type="checkbox"/> ADDED TO AGENDA	IN CAMERA: YES <input type="checkbox"/> NO <input type="checkbox"/>	REFERRED TO:
OTHER DEPARTMENTS REQUIRED TO BE IN ATTENDANCE?		
APPROVED: YES <input type="checkbox"/> NO <input type="checkbox"/>	CAO'S APPROVAL	MAYOR'S APPROVAL
ADDITIONAL COMMENTS/NOTES:		

APPEARING BEFORE COUNCIL AS A DELEGATION

1. Persons or organizations wishing to appear before Council as a delegation must submit this completed form at least 5 business days prior to the date of the requested Council meeting.
2. Include all pertinent background and related documents. This information will be included in the Council agenda package for consideration. The information provided should clarify the purpose of the delegation for Council.
 - a. Delegation Request Form and related documents become part of the public record, however, only your name will be made available, and the other contact information (FOIP sensitive info will be excluded).
3. Delegations are limited to fifteen (15) minutes.
4. Delegations are to present information to Council. Council will not debate with the delegations; however, Council may have questions regarding the presentation.
5. Following your presentation, Council may choose to:
 - a. Respond directly to you if they believe they have enough information, or
 - b. Schedule Council discussion later in the same meeting or a future meeting, or
 - c. Refer the topic to a committee or to administration for additional information.

PROTOCOL WHILE AT COUNCIL

1. When asked to come forward, sit at the table provided, facing Council.
2. State your name, who you are representing and your position (i.e. manager, resident).
3. Address all remarks to the Mayor using the following phrase(s):
 - a. Your Worship
 - b. Your Worship through to Councillor (last name)
 - c. Mayor (last name)
4. You only answer to the Mayor and take questions at the permission of the Mayor.

MAKE IT A POSITIVE EXPERIENCE

1. Be consistent in your message.
2. Be patient with the process and be respectful of the formality of the process and the time allotted.
3. Be prepared for a non-answer. Council may request more information if you have not been thorough.
4. Indicate the date and time you require support, and any pertinent deadlines in relation to your request.
5. Ask about next steps.
6. Once a decision has been made, you will be contacted by the Town.

SUBMISSION INFORMATION

Completed applications may be submitted electronically to info@barrhead.ca, in person or by mail to Box 4189, 5014 50 Ave, Barrhead AB T7N 1A2. Please direct any questions to the Municipal Coordinator's office @780-674-3301 or to jlyons@barrhead.ca

REQUEST FOR DECISION

To: Town Council

From: Sheldon Flett, Director of Public Services

Date: November 25,-2025

Re: Wastewater Lagoon System Upgrade & Funding Options

1.0 **PURPOSE:**

To inform Council of the new requirements by Alberta Environment and Protected Areas (AEPA) to treat sanitary water to address stricter effluent limits impacting treated water being discharges into natural water ways. Ultimately Council will need to consider:

1. **Methodology:** The chosen technology and design to upgrade sewage lagoons to meet AEPA's standards.
2. **Funding:** Determine which grant opportunities to pursue, and consider the level of debt funding the Town would be willing to pursue in order to fund capital upgrades.
3. **Advocacy Plan:** Develop a communications plan to lobby both the Provincial and Federal Governments to pursue funding that cover the majority of the project cost for lagoon upgrades.

2.0 **BACKGROUND AND DISCUSSION:**

Changes to the Alberta Environment effluent quality limits require improved secondary treatment performance. dropping from TSS< 25 mg/L and CBOD < 25 mg/L to 20. The 2021 study which recommended AL-SAGR (Submerged Attached Growth Reactors) proved to be unaffordable and we are required to upgrade our lagoon treatment to meet the new standards.

1) **WWT Lagoon [Aerated] Approval #3930300**

- a. 1985- Coarse bubble Diffuser (Aeration System) was installed for sewage treatment.
- b. 2017- A study was done on receiving water (River).
- c. 2018- Draft approval – New effluent quality limits from AB ENV TSS< 20 mg/L and CBOD < 20 mg/L to 20. TP=0.3 mg/L, TNH3<5 mg/L
- d. 2020- Short term upgrade -New aeration system, replace 35 year old system (1985). This alone does not meet the new effluent quality limits.
- e. 2021- Conception Design Engineering report (Assessment)
 - i. Feasibility study
 - ii. A concept design

iii. Project schedule (Timelines)
Out of options (unaffordable) *Recommended (AL-SAGR)

- f. 2024-2025 Associated Engineering (AE) undertook a study of alternatives to consider new treatment technologies that may lower capital cost of required lagoon upgrades. The town's current operating license was provided an extension from May1, 2025-April 30, 2026.

The study, completed in October 2025, looked at 7 different methods of sewage treatment. Ultimately AE recommended that the Town consider pursuing two methods:

- i. - BioCord, Seasonal Storage (Winter) (Al-Sagr)
 - ii. Wetlands – naturalized treatment process
- g. October 29, 2025 the Town sent a letter AEPA to update work done looking at alternative treatment options. The Town asked for a meeting with AEPA to discuss the study, project costs, and how the Town will proceed with a future amendment application.

3.0 ALTERNATIVES:

Council may consider the following alternatives:

- 3.1 Submitting applications for project funding: Alberta Municipal Water/Wastewater Partnership Grant (AMWWP), Water For Life Grant, and Canadian Housing Infrastructure Grant (CHIF).
- 3.2 Proceeding with design, to demonstrate progress to AEPA, and holding on any construction until adequate funding has been obtained. Additional extensions from AEPA will be required.
- 3.3 Work independently, or with other municipalities, to bring greater awareness to this burden on smaller urban municipalities, impacted by effluent levels that are generated regionally.
- 3.4 Explore other alternative approaches (e.g. Alberta's *Alternative Water Sources and Wastewater Reuse* guidance (2024) to consider other options than lagoon release). Resources, competencies, and timing will need to be considered if other alternatives are to be considered.

4.0 FINANCIAL IMPLICATIONS:

Estimated Costs

1.0 (AL-SAGR) Submerged Attached Growth Reactors

- 1.1 Open Water Release
 - Phase 1a \$29.6 M
 - Phase 1b \$4.1 M
 - Full project estimated cost \$33.7M

1.2 Year-Round Release

- Phase 1a \$21.1 M
- Phase 1b \$4.1 M
- Full project estimated cost \$25.2 M

2.0 Wetlands

2.1 Phase 1a \$18M / Full project estimated \$22M

Possible Funding Grants

- Water for Life 90% and the Town pays 10%
- AMWWP pays 46.78%, Town pays 53.22%
- Federal Housing Infrastructure Grant (CHIF)

3.0 INTERDEPARTMENTAL IMPLICATIONS:

This initiative may require partnership between the Town and County in order to qualify for certain funding opportunities.

4.0 SENIOR GOVERNMENT IMPLICATIONS:

Given the unpalatable cost associated with the Province's and Fed's required improvements, the Town will need to consider a focused advocacy plan to lobby for financial support, or grandfathered consideration of existing operations.

5.0 POLITICAL/PUBLIC IMPLICATIONS:

Advocacy will be required as noted above.

6.0 ATTACHMENTS:

- 6.1 Application letter to Alberta Transportation to apply for the AMWWP Grant. (Walked On)
- 6.2 Letter to the Minister of AEPA to advocate for support for the Town, to meet the enhanced standards of effluent treatment imposed by the Province.
- 6.3 **CONFIDENTIAL** Associated Engineering DRAFT Treatment Alternatives Study – October 2025

7.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council:

1. Direct Administration to apply for the AMWWP Grant before the November 30, 2025 deadline, and investigate opportunities to apply for Water for Life and CHIF grants.

2. Direct Administration to meet with AEPA to discuss treatment and funding alternatives, as noted in the October 2025 AE study, and submit the attached draft letter to the Minister of AEPA to bring attention to the financial challenges faces by the Town.
3. Direct Administration to proceed with funding and staging discussions based on the intention to proceed with an AL-SAGR sewage treatment approach, as detailed in the AE October 2025 study.

8.0 PROPOSED MOTION(S):

That Council direct Administration to apply to the Alberta Municipal Water/Wastewater Partnership (AMWWP) program for funding to fully cover the estimated \$2.97 million cost of engineering design for an AL-SAGR wastewater treatment system upgrade, as part of a capital project with an estimated total cost of \$19.78 million.

That Council authorize Administration to forward the attached letter to the Minister of Alberta Environment and Protected Areas to formally advise the Province of the financial impacts the Town of Barrhead is experiencing as a result of enhanced provincial effluent treatment standards.

That Council authorize Administration to assume an AL-SAGR approach for the purposes of pre-design discussions with Alberta Environment and Protected Areas (AEPA) and the associated engineering design, subject to the Town of Barrhead obtaining full grant funding to cover these costs.

(original signed by the CAO)
Collin Steffes
CAO

November 20, 2025

Honourable Rebecca Schulz
Minister of Environment and Protected Areas
Office of the Minister
Environment and Protected Areas
204 Legislature Building
10800-97 Avenue
Edmonton, Alberta
T5K 2B6

Dear Minister Schulz,

**Re: Funding Support Required for Wastewater Lagoon Upgrades
in the Town of Barrhead**

I am writing on behalf of the Town of Barrhead to bring forward a significant and pressing concern regarding our wastewater lagoon system and the recent regulatory changes implemented by Alberta Environment and Protected Areas.

The Town of Barrhead is currently deemed non-compliant with the updated provincial regulations governing ammonia and phosphorus effluent levels discharged into the Paddle River. It is important to emphasize that this non-compliance is not the result of a failure or malfunction of our existing lagoon infrastructure. Rather, it is strictly the consequence of regulatory amendments that introduced more stringent effluent limits—limits that our previously compliant system was not designed to meet.

Our engineering consultants have completed a detailed assessment and identified two potential upgrade solutions. Unfortunately, both options are estimated to cost in the range of \$20 million, a capital expense far beyond the financial capacity of our municipality.

Even with the support of the Alberta Municipal Water/Wastewater Partnership (AMWWP), which would provide funding for 48.15% of project costs, the remaining financial burden on the Town would remain prohibitively high. At these cost levels, Barrhead simply cannot proceed without substantial additional assistance.

Given the significant impact these regulation changes impose on long-established lagoon systems across Alberta, we respectfully request that the Ministry consider whether the updated effluent standards should apply **only to newly constructed lagoons** or, alternatively, whether **existing lagoon systems could be grandfathered under the prior regulatory framework** until such time as they require major reconstruction. Such an approach would recognize the practical limitations of older systems, acknowledge the considerable financial strain placed on smaller municipalities, and still support long-term environmental protection goals.

Despite these considerations, the Town remains committed to meeting provincial environment standards. However, achieving compliance under the new regulations is only feasible for Barrhead if we can secure funding under the Water for Life program, which provides up to 90% of eligible project costs. Water for Life funding represents the only viable path forward that would allow our community to achieve compliance with the updated regulations, protect the environmental health of the Paddle River, and ensure sustainable wastewater management for the future.

We would welcome the opportunity to discuss this matter further and provide any additional technical, financial or regulatory background that may support a constructive solution.

Thank you for your consideration and for your continued commitment to supporting Alberta's municipalities in meeting environmental and regulatory responsibilities.

Sincerely,

Ty Assaf
Mayor

cc Honourable Dan Williams, Minister of Municipal Affairs
 Honourable Glenn VanDijken, MLA
 Rachel de Vos, Alberta Municipalities Chief Policy and Advocacy Officer
 Alberta Municipalities Sustainability and Environment Committee

Item 6(a) iii - Report: Barrhead Treatment Option
Redacted as per Section 19 of the Access to Information Act.

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes, CAO, presented by Ed LeBlanc, Manager of BRWC

Date: November 25, 2025

Re: Support for Barrhead Regional Water Commission Grant Application.

1.0 PURPOSE:

For Council to consider providing their support to the Barrhead Regional Water Commission (BRWC) as it relates to an operating grant application to Alberta Municipal Affairs.

2.0 BACKGROUND AND DISCUSSION:

In recent years and on two separate occasions, the BRWC (with the co-ordination from the Town of Barrhead and the County of Barrhead) was successful in securing an operating grant, from Alberta Municipal Affairs under its Alberta Community Partnership Program.

The BRWC is proposing to submit another application of \$200,000.00 for the 2025/2026 provincial fiscal year.

The scope of the grant application is to obtain engineering services on the following projects:

1. Water meter vault assessment for the Manola Transmission Line.
2. Pre-construction engineering services for the raw water valve chamber located at the Water Treatment Plant.
3. Undertake an engineered analysis for the potential of potable water production expansion.
4. Pre-construction engineering service for the raw water reservoir – aeration system (in order for the project to be shovel ready).
5. Pre-construction engineering service for the raw water reservoir – cell reconstruction (in order for the project to be shovel ready).
6. Other engineering services to update the BRWC's five-year capital plan.

The BRWC is also requesting the Town be the managing partner of the grant application, similar to what took place in the other two previous applications.

The County will be entertaining the BRWC's request late next week.

The deadline for the grant application is November 30, 2025.

3.0 ALTERNATIVES:

None.

4.0 FINANCIAL IMPLICATIONS:

The cost of Administrative resources to administer the grant and provide reporting in line with the grant requirements. This includes recording of expenses and reconciling the grant once the project is completed. There is no matching contribution required.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Resource time required from the Director of Corporate Services.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

This endeavor represents a regional approach to support the BRWC.

8.0 ATTACHMENTS:

8.1 2025/2026 – Alberta Community Partnership grant application.

9.0 ADMINISTRATIVE RECOMMENDATION:

That Council support the submission of a 2025/26 Alberta Community Partnership grant application for funding of the Barrhead Regional Raw Water Supply Assessment – Phase 2 project and additionally support the request to list the Town of Barrhead as the managing partner of the grant requiring Administration's commitment to perform the grant administration and reporting if approved.

10.0 PROPOSED MOTION(S):

That Council support Barrhead Regional Water Commission's application to Alberta Municipal Affairs under its Alberta Community Partnership Program for an operating grant of \$200,000.00.

That Council support Barrhead Regional Water Commission's request to list the Town of Barrhead as the Managing Partner of the grant application and direct Administration to perform as such.

(original signed by the CAO)
Collin Steffes
CAO

**2025/26 – Alberta Community Partnership
Intermunicipal Collaboration Grant Application**

Managing Partner: Town of Barrhead

Participating Municipalities: County of Barrhead



Project Title: Regional Water Supply System Assessment – Phase 2

Project Timeline: Project Start Date (DD-MMM-YY) – Defaults to “01-Apr-25”

Project Completion Date (DD-MMM-YY) – Enter “31-Dec-28”

PROJECT OVERVIEW

1. This project produces (*check all that apply*):

-  ☐ A regional service agreement, plan, framework, strategy, or model
-  ☐ A study (e.g., shared service feasibility study, etc.)
- ☐ An amended Intermunicipal Collaboration Framework and/or a new or amended Intermunicipal Development Plan
- ☐ Other (please specify) (*maximum 100 characters*):



2. a. Provide a description of the project.

- What is the purpose of the project?
- Describe how the project is a new or enhanced service.
- What activities will the partnership undertake to complete the project?
- What are the project's outputs and expected concrete results?

(Max 4,000 Characters)

The partnership between the Town of Barrhead and County of Barrhead is a collaboration with a long history of shared municipal water service delivery that is managed through the Barrhead Regional Water Commission (BRWC). The partnership has membership and representation on the BRWC.

The partnership recognizes the importance of well-maintained municipal infrastructure for the enhanced delivery of reliable and safe water services and want to ensure we are positioned to address future operational and infrastructure requirements through the development of a collaborative Regional Water Supply System Assessment – Phase 2 (RWSSA-P2). This application builds on the work undertaken in the 2023/24 ACP application to complete Phase 1 of the regional water supply system assessment project. The outcomes in Phase 1 included the:

- Barrhead Regional Water Commission 2026 Business Plan;
- Paddle River Weir North Bank Erosion Protection Report;
- Alternate Raw Water Source Analysis;
- Water Supply System Assessment Sludge Survey; and
- Preliminary Technical Engineered Report to review and update capital cost estimates.

The RWSSA Phase 1 project is now near completion and final reporting will be submitted in early 2026.

The condition of municipal service delivery infrastructure is a key element of municipal and regional sustainability and the provision of water services to the region has now reached a pivotal time to consider the most viable approach to enhance long-term water servicing and operations. The RWSSA-P2 is focused on evaluating the feasibility of various alternatives, infrastructure requirements, and service delivery strategies to address the critical infrastructure identified for further evaluation in Phase 1 as well as additional water service delivery infrastructure requirements. This will support regional water service delivery and infrastructure management for many years into the future.

The RWSSA-P2 will include the following activities:

- Complete a **water meter vault** upgrade assessment report outlining the current conditions, a conceptual upgrade design and cost options, and recommendations.
- Complete a condition analysis of the **raw water valves chamber** and develop conceptual replacement and upgrade design and cost options, and recommendations.
 - It was noted that the valves are prone to leaks and confined spaces is impacting the valve operations.
- Conduct an analysis of potential **potable water production expansion**.
- Complete a condition analysis of the **raw water reservoir - aeration system** and develop conceptual upgrade design and cost options, and recommendations.
 - Observations included that the intake structures are damaged, higher levels of manganese, and capacity issues with the aeration systems.
- Complete a condition analysis of the **raw water reservoir – cells 1 and 2, and berm** and develop conceptual upgrade design and cost options to addresses requirements for the merging of the cells and removal of the berm, and recommendations.
 - It was noted that cells are showing signs of erosion.
- Complete updates to the 5-year capital plans as this project is focused on medium-term capital upgrades.

The detailed upgrade and cost options information will support the regional water service delivery strategy that identifies infrastructure and operational requirements to ensure safe and responsive regional water services long into the future. This information and recommendations will also establish a framework to guide informed decisions on critical regional water infrastructure and service delivery.

2.b. Describe how benefits will be shared among the participating municipalities.

- How does the project address municipal and regional needs?
- Does the project benefit stakeholders beyond the partnership?

(Max 4,000 Characters)

Water infrastructure and service delivery is a core element of a community's vitality and development. The RWSSA-P2 will conduct a detailed review and analysis of the critical regional water infrastructure and operations that were identified at risk in Phase 1. This will give the partnership crucial information to form the basis for a regional water service delivery and infrastructure management decision framework. This information will also guide the prioritization of future water infrastructure project plans and refine methods that enhance operational efficiencies.

The identified need being addressed by the RWSSA-P2 is to inform regional water infrastructure upgrade planning that ensures the partnership is positioned to respond to current and future water demand. The project will enhance regional sustainability and the health and safety of the region's residents. A reliable and responsive water system is critical to meet basic human needs, and supports regional planning and development initiatives. This is also a proactive approach to regional water service delivery priorities and infrastructure needs in advance of any potential system capacity issues.

The RWSSA-P2 will provide an informed and thoughtful regional water servicing delivery strategy with several regional benefits to the partnership and stakeholders beyond the partnership including:

- Understanding the requirements for priority water service infrastructure and delivery is integral to ensure the region is positioned to provide sustainable and safe water services.
- The thoughtful development of water supply services will ensure integrity and accountability of the regional water system and will lessen the risk of contamination impact or risk to humans, the environment, and wildlife.
- The project will explore and evaluate optimizations that could improve raw water service delivery and vital water service planning to guide growth and development and ensure it occurs in an orderly, economic, efficient, and sustainable fashion. It would also promote collaboration and cooperation in land use planning matters of mutual interest.
- The project will facilitate identification of potential operational and cost efficiencies and provide new and increased awareness of regional water operations.

Stakeholders that could benefit beyond the partnership include:

- Local business, industries, and developers – more efficient regional water infrastructure planning could lead to increased growth, business attraction, and economic development.
- Agricultural Communities/Emergency Management Providers – reliable and safe regional water services is critical for crops and livestock, and safer emergency response routes.
- Residents – establishes integrity and accountability within the region and supports optimizations that will improve regional water service delivery giving consideration to impact on residents and the environment.

PROJECT PRIORITY

3. Why are the project and the grant needed?

3.a. Describe how and why this project is a priority for the region. (Max 4,000 Characters)

The existing raw water infrastructure system, which is the only source of drinking water supply to the regional communities, is aging. The RWSSA-Phase 1 project identified and prioritized the essential infrastructure that is at risk of failure. Detailed regional raw water supply infrastructure data is now required for the raw water valves chamber, raw water reservoir aeration system, cells, and berm, and water meter vault. Question of the reliability of the Paddle River raw water source has required the analysis of alternate and expanded potable water production.

The RWSSA-P2 will identify and summarize the condition and deficiencies associated with this critical raw water infrastructure and evaluate and assess replacement and upgrade options to ensure vital regional water supply is not interrupted and guide informed infrastructure management. Of note, due to infrastructure condition and water demand, water restrictions have been periodically enacted that have resulted in reduced bulk water availability to agriculture produces, and had impacts on residents and recreational activities (e.g., spray parks).

The finalized land sale within the Kiel Industrial Park (County of Barrhead) will certainly contribute to additional regional water service delivery pressures. The manufacturer, based on their initial estimate, has informed the County they will require approximately 200,000 cubic meters of water per year. Although our operators feel comfortable that the existing plant will accommodate the increased water demand, the RWSSA-P2 technical data, options, and recommendations will be needed to confirm plant capacity and upgrades to meet future seasonal, commercial, and industrial demands.

Elected officials have identified water management as an important service area for collaboration and is part of the Intermunicipal Collaboration Framework (ICF) as it relates to intermunicipal planning and service delivery initiatives.

The partnership and regional stakeholders are working together to ensure water management infrastructure is available to support regional needs. This project demonstrates how significant wholistic water services are for the region and how we are all working together to ensure regional service delivery of a critical resource. This makes the RWSSA-P2 all the more critical as the partnership does not have asset-focused water service delivery data, options, and recommendations in place to inform future regional water service delivery priorities, processes, and infrastructure management.

This project supports provincial and ministry objectives that include:

Municipal Affairs – Outcome 1: this project provides the framework for encouragement of economic growth through future construction projects that will promote vibrancy and prosperity, employ Albertans, and joint administration that could potentially reduce red-tape.

Municipal Affairs – Outcome 2: this project will provide critical data and a framework for the intermunicipal collaboration and enhanced delivery of regional water.

Environment and Protected Areas – Outcome 1: this project provides critical water servicing information and options that will support proactive and responsible regional environmental resource stewardship.

Agriculture and Irrigation – Outcome 1: this project supports improved water quality which will enhance the competitiveness of the agriculture and value-added sectors and promote the economic competitiveness of the region.

3.b. What is preventing the partnership from undertaking the project in-house or from obtaining the resources or expertise needed for the project? How will the grant be used to resolve these barriers?
(Max 4,000 Characters)

There are several factors affecting the partnership's ability to undertake this project that include:

- Requirement for specialized knowledge and expertise that is not available within the partnership related to professional engineering analysis and technical stakeholder engagement. The grant will be used to obtain technical experts capable of completing the required work.
- The use of partnership funding for this project would place additional financial strain on operational resources that are struggling to balance ever increasing costs and delivery of vital services.
- The delivery of day-to-day local government operations that continue to meet the high degree of residential, business, and other stakeholder expectations creates strained time commitments and high workloads. This funding enhances the flexibility and capacity of the partnership to engage in the time expectations this project requires.

This project is of critical importance and the consequence of not going forward would mean that the partnership does not have the data and planning tools that would provide guidance to decision-makers and a framework for new and enhanced regional water service delivery strategies and plans. The RWSSA-P2 is vital in identifying infrastructure conditions and requirements for the enhanced and efficient delivery of water management services. The use of grant-funded external resources is the only effective way to ensure project success.

PARTNERSHIP AND PROJECT READINESS

- 4. a. Provide a brief description of each partner's roles and responsibilities with respect to the project.**
- How will each participating member be involved in project planning, administration, and decision making?
 - What arrangements and processes are in place or will be established to ensure the interests of each member will be met in project outcomes?

(Max 4,000 Characters)

The Town of Barrhead is the managing partner on this grant application for the sole purpose of grant submission and future grant administration and reporting if grant is approved.

The partnership are members of the BRWC which oversees all aspects of water management for the region and have also established a regional water working group to ensure that each project partner is actively represented and engaged in project progress and will have input and influence on project outcomes.

The project itself will be a fully collaborative process as it relates to project planning, administration, and decision making. Mechanisms that will support an inclusive process for the development of a comprehensive RWSSA-P2 decision framework, and detailed analysis includes open and frequent discussions to ensure agreement on data collection methods, input from senior administration, acknowledgement of shared values (e.g., reliable infrastructure for regional water service delivery, environmental stewardship, economic diversification, and growth) and an agreed upon voting model. Administration and technical advisors from the partnership and the BRWC will also be involved throughout the process.

Municipal partners will have an opportunity to review regional water data and recommendations to determine the relevant issues, and alignment with local goals and objectives.

Once the baseline data is collected and the RWSSA-P2 and recommendations are developed, the regional water working group will make presentations to respective councils to guide regional policy development and infrastructure upgrade decisions.

4.b. How will conflict be resolved to ensure a successful outcome which meets the interests of all project participants?

- Provide details of any dispute resolution mechanisms in place or that will be established between the partners.

(Max 4,000 Characters)

The partnership will follow the resolution process that is part of the ICF structure.

It is imperative that the RWSSA-P2 be of use for both municipalities so check points to confirm clarification of process will be embedded in the project planning process.

The intent of the dispute resolution process is to maximize opportunities for discussion to resolve areas of disagreement early in the process. If conflict occurs all efforts will be made to resolve the issue administratively. If required, the issue will be elevated in the following sequence: regional water working group, senior managers, joint meetings of both councils, provincial mediation.

4.c. Provide a concise overview of the project workplan and timeline.

(Max 4,000 Characters)

The partnership proposes hiring a consultant to complete the following project workplan within the projected timelines.

Project Workplan Overview	Timeline*
Stakeholder engagement sessions	Ongoing
Complete a water meter vault upgrade assessment report outlining the current conditions, conceptual upgrade design and cost options, and recommendations.	April 2026 – June 2027
Complete a condition analysis of the raw water valves chamber and develop conceptual replacement and upgrade design and cost options, and recommendations.	April 2026 – June 2027
Conduct an analysis of potential potable water production expansion .	April 2026 – June 2027
Complete a condition analysis of the raw water reservoir - aeration system and develop conceptual upgrade design and cost options, and recommendations.	July 2027 – March 2028
Complete a condition analysis of the raw water reservoir – cells 1 and 2, and berm and develop conceptual upgrade design and cost options to addresses requirements for the merging of the cells and removal of the berm.	July 2027 – March 2028
Update 5-year capital plans.	April – June 2028
BRWC presentations and policy updates.	July – December 2028

*Projected date ranges are high level estimates and may overlap and be modified as project proceeds.

4.d. Identify potential risks that could impact the schedule of activities listed under this ACP project and provide risk mitigation strategies.

(Max 4,000 Characters)

1. Weather impact on timely collection of data – this will be mitigated through adherence to the project plan and dedicated project staffing and resources that will prioritize data collection when optimal to do so.
2. Availability or completeness of municipal input and asset data – this will be mitigated through clear communications between the consultant, municipal representatives, and the BWSC to ensure project data needs are managed effectively and solutions to address data gaps are addressed in a timely manner.
3. Municipal support and cooperation – this will be mitigated through targeted communications with partnership and impacted stakeholders to determine and coordinate needs, develop strategies on addressing these needs.
4. The partnership does not support the recommendations – this will be mitigated through determining the individual needs in the regional context, strategies on addressing these needs, and preliminary identification of potential impacts to local and regional water services.
5. Availability of funding for regional water service delivery infrastructure – this will be mitigated through the RWSSA-P2 service delivery strategy itself which will provide BRWC with critical information when deliberating over resource budgets and priority projects.

INTERMUNICIPAL COLLABORATION - BUDGET

5.a. What are the expenditure estimates provided under the Project Budget section based on?

- Include details on the anticipated project resources, service providers, or contractors.

(Max 4,000 Characters)

The partnership has collaborated with an industry leader that has technical and local expertise to identify high level project requirements and who has also provided a preliminary quote in support of this project. Costs are estimates based on similar projects.

5b. Provide a comprehensive, *itemized breakdown* of all your estimated project costs and expenditures in the table below. Insufficient or incomplete project cost information will impact the evaluation of your grant application.

- Use the [+] button to add line items to specifically identify the types of consultant activities and vendor costs (advertising, printing, venue rental).
- Only list the project cost information associated with the scope of work under this grant request.
- Capital expenditures are not eligible under the IC component.

Item Description	Estimated Item Cost
Water meter vault upgrade assessment report, conceptual upgrade design and cost options, and recommendations.	\$50,000
Raw water valves chamber condition analysis, conceptual replacement and upgrade design and cost options, and recommendations.	\$50,000
Potable water production expansion analysis.	\$60,000
Raw water reservoir - aeration system condition analysis, conceptual upgrade design and cost options, and recommendations.	\$10,000
Raw water reservoir – cells 1 and 2, and berm conditional analysis, conceptual upgrade design and cost options for requirements to merge cells and remove berm.	\$15,000
Update 5-year capital plans and BRWC Presentations.	\$15,000
Total Project Costs	\$200,000

**The grant maximum under the Intermunicipal Collaboration component is \$200,000.*

ADDITIONAL SUPPORTING PROJECT INFORMATION

6. Provide any other additional project details not included in the responses that will further inform ministry staff in understanding the benefits of your project. (Max 4,000 Characters)

A large part of the RWSSA-P2 is to properly assess water service infrastructure needs and priorities that will form the basis for strategic short-, medium-, and long-term infrastructure planning. The information gathered under this project will provide immediate benefit to the partnership as we will be able to prioritize required work, assess budgetary implications, and work together to address critical water servicing requirements. Smaller municipalities such as ours understand that exploration of regional solutions and options is critical to address municipal viability and economic growth.

The funding is critical, especially now with additional challenges we are facing with tariff threats and supply issues, slowing global growth, and responding to uncertain fiscal pressures like ever increasing operational costs. The focus on regional cooperation that is supported through this grant will strengthen the partnership and put us in a stronger position to face these circumstances together. Even with these challenges, the partnership remains committed to building the asset management foundational information to direct essential regional water service delivery that will diversify risk and reduce vulnerability.

This project supports the provincial economy and would create an estimated 4-6 jobs during the course of the project and secures direct or indirect regional operations and related jobs. This partnership is being proactive to ensure sound and reliable infrastructure is in place which is vital to ensure we are positioned to grow and respond to Alberta's economic renewal and environmental sustainability.

The partnership is prepared to make a significant capital commitment to this high priority project and appreciates the Government of Alberta's support to ensure proactive regional planning is in place to guide infrastructure investment decisions, economic growth and sustainability in rural areas.

REQUEST FOR DECISION

To: Town Council

From: Shallon Touet, Director of Parks and Recreation

Date: November 25, 2025

Re: All-Skills Bike Park - Complete

1.0 PURPOSE:

To present Council with an update on the completion of the All-Skills Bike Park completion.

2.0 BACKGROUND AND DISCUSSION:

In December of 2024, Council approved \$100,000 to be allocated towards the construction of an All-Skills Bike Park in the 2025 budget.

On June 10, 2025, Council was presented with two concept plans for the bike park that offered various levels of obstacles, jumps, with wood and rock features

- **Concept #1:** A more advanced and dynamic layout that includes a broader range of features, intended to challenge experienced riders while still offering elements for newcomers.
- **Concept #2:** A more beginner-friendly layout, focusing on skill-building progression, accessible to riders of varying experience levels.

Through resolution #171-25, Council approved Concept 1 as the preferred design for the All-Skills Bike Park.

Project construction started on October 17th, 2025 and was completed less than two weeks later on October 30, 2025.

The park creator, Hoots Ltd., has offered to attend an official grand opening to provide a demo with skilled riders and offer instruction/guidance to kids interested in using the park to its full potential. They will also provide a video we can share on our website of our new park.

3.0 ALTERNATIVES:

None.

FINANCIAL IMPLICATIONS:

Construction of the park totaled \$92,928.43

Additional \$1,500 was spent to purchase trees to boarder the park and alley.

The remaining \$8,500 will be used to purchase additional infrastructure for the park such as picnic tables, garbage cans, and signage.

4.0 INTERDEPARTMENTAL IMPLICATIONS:

Public Works assisted in this project by removing waste materials and by hauling clay to the site.

5.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

6.0 POLITICAL/PUBLIC IMPLICATIONS:

The project demonstrated the Town's commitment to evolving recreational needs and supporting active lifestyles.

Potential Grand Opening/Ribbon Cutting of the Bike Skills Park late spring 2026.

7.0 ATTACHMENTS:

7.1 Pictures of the completed project

8.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accept this project update as information.

9.0 PROPOSED MOTION(S):

That Council accept the presented report as information.

(original signed by the CAO)

Collin Steffes
CAO

All-Skills Bike Park Update



North facing





South Facing





Sample of Obstacles



REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: November 25, 2025

Re: Monthly Bank Statement to September 30, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to September 30, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

3.0 ALTERNATIVES:

- 3.1 Council receives the Monthly Bank Statement to September 30, 2025, as information.
- 3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to September 30, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to September 30, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to September 30, 2025, as information.

10.0 PROPOSED MOTION:

That Council accepts the Monthly Bank Statement, to September 30, 2025, as information.

(original signed by the CAO)
Collin Steffes
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED SEPTEMBER 30, 2025**

PER TOWN OF BARRHEAD:	SERVUS	
	GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	3,796,270.14	7,500,000.00
Receipts	1,301,744.29	
Interest	10,065.55	
Transfers from/to Term Deposits	0.00	
Cancelled Cheques	0.00	
SUBTOTAL	5,108,079.98	7,500,000.00
Disbursements	1,648,351.02	
Debentures/Interest	475,963.90	
School Requisition	145,284.50	
Transfers from/to General	0.00	0.00
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	2,838,480.56	7,500,000.00

PER BANK:		
Balance at end of month	3,188,059.91	7,500,000.00
Outstanding Deposits	171,458.70	
SUBTOTAL	3,359,518.61	7,500,000.00
Outstanding Cheques	521,038.05	
NET BALANCE AT END OF MONTH	2,838,480.56	7,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED SEPTEMBER 30, 2025

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	3.08	09-Jun-25	Maturity Date Dec. 9, 2025
Servus	\$	2,500,000.00	3.22	07-Aug-25	Maturity Date Nov. 5, 2025
Servus	\$	3,000,000.00	3.2	12-Aug-25	Maturity Date Nov. 10, 2025

REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: November 25, 2025

Re: Monthly Bank Statement to October 31, 2025

1.0 PURPOSE:

For Council to accept the Monthly Bank Statement to October 31, 2025, as presented.

2.0 BACKGROUND AND DISCUSSION:

It has been the practice of Administration to provide Council with Monthly Bank Statements as financial information to provide some insight on the Town's financial activities.

3.0 ALTERNATIVES:

3.1 Council receives the Monthly Bank Statement to October 31, 2025, as information.

3.2 Council instructs Administration to provide additional information to the Monthly Bank Statement to October 31, 2025, and report back to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

None

5.0 INTERDEPARTMENTAL IMPLICATIONS:

None

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Not Applicable

8.0 ATTACHMENTS:

8.1 Monthly Bank Statement to October 31, 2025

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council accepts the Monthly Bank Statement, to October 31, 2025, as information.

10.0 PROPOSED MOTION:

That Council accepts the Monthly Bank Statement, to October 31, 2025, as information.

(original signed by the CAO)
Collin Steffes
CAO

**TOWN OF BARRHEAD
MONTHLY BANK STATEMENT
FOR MONTH ENDED OCTOBER 31, 2025**

PER TOWN OF BARRHEAD:	SERVUS GENERAL ACCT	TERM DEPOSITS
Net Balance - Previous Month	2,838,480.56	7,500,000.00
Receipts	1,217,929.72	
Interest	6,955.50	
Transfers from/to Term Deposits	0.00	
Cancelled Cheques		
SUBTOTAL	4,063,365.78	7,500,000.00
Disbursements	1,111,628.10	
Debentures/Interest	0.00	
School Requisition	0.00	
Transfers from/to General	0.00	
NSF/Returned Cheques or Transfers	0.00	
Postdated Cheques	0.00	
NET BALANCE AT END OF MONTH	2,951,737.68	7,500,000.00

PER BANK:		
Balance at end of month	2,991,611.92	7,500,000.00
Outstanding Deposits	19,036.95	
SUBTOTAL	3,010,648.87	7,500,000.00
Outstanding Cheques	58,911.19	
NET BALANCE AT END OF MONTH	2,951,737.68	7,500,000.00

TERM DEPOSIT SUMMARY
FOR MONTH ENDED OCTOBER 31, 2025

<u>Financial Institution</u>		<u>Term Amount</u>	<u>Interest Rate</u>	<u>Term Started</u>	<u>Investment Details</u>
Scotiabank	\$	2,000,000.00	3.08	09-Jun-25	Maturity Date Dec. 9, 2025
Servus	\$	2,500,000.00	3.22	07-Aug-25	Maturity Date Nov. 5, 2025
Servus	\$	3,000,000.00	3.2	12-Aug-25	Maturity Date Nov. 10, 2025

REQUEST FOR DECISION

To: Council

From: Jenny Bruns, Director of Planning, Economic Development and Legislative Services

Date: November 25, 2025

Re: Backyard Chicken Discussion

1.0 **PURPOSE:**

The Town has received a proposal to reintroduce the idea of having backyard chickens within the Town of Barrhead.

2.0 **BACKGROUND AND DISCUSSION:**

In September 2023, the Town of Barrhead conducted a community survey to gather input on the potential for a backyard chicken bylaw that would allow urban residents to keep a limited number of chickens. Key results included:

- Of 451 eligible responses, 250 (55.5%) indicated interest in keeping between one and six chickens.
- The same percentage (55.5%) said they would *not* attend a workshop on raising chickens.
- Approximately 82% of respondents felt there should be no restrictions on the location of chicken coops.
- 69% of respondents felt chickens should not require licensing.

In January 2024, Council reviewed the survey results and determined there was not sufficient community interest to proceed. Council directed that the matter be revisited only if demand increased. While there is no new data indicating widespread demand within Town limits, the County of Barrhead has reported increased feedback and interest in backyard chickens, making it a trending topic in the broader community.

In August of 2025 the Municipal Planning Commission was referred a proposal from a member of the public to consider the possibility of having chickens, along with a comprehensive background of successes from other municipalities. The Municipal Planning Commission made a recommendation to direct Administration to create a proposal to allow backyard chickens for Council's consideration.

Experience in Other Municipalities

- **Town of Devon:** Since 2019, Devon has received eight hen permit applications. One was denied due to the lack of a fully fenced yard and a neighbour's concerns; one remains pending while the coop and run are completed. Approved permits have generated no complaints or enforcement issues. The primary challenge noted is the administrative effort required to process applications and

conduct inspections. Applicants are referred to the *River City Chickens Collective – Chickens 101 Course*.

- **Town of Morinville and Town of Westlock:** Both communities reported similar experiences—few applications, minimal enforcement issues, and generally positive feedback from residents who obtained permits.
- **County of Barrhead:** While interest is high, the County determined that smaller lots adjacent to lakes and within subdivisions are not suitable for chickens. Eligibility is therefore restricted to properties of a certain minimum acreage. There have not been any enforcement issues where chickens are permitted.

3.0 ALTERNATIVES:

- 3.1 To allow backyard chickens within the Town of Barrhead and direct Administration to draft the appropriate bylaws and updates as proposed. Final bylaw would come back to Council for final approval.
- 3.2 To deny the proposal to allow backyard chickens within the Town of Barrhead.

4.0 FINANCIAL IMPLICATIONS:

Staff time to develop and implement policies and bylaws, permitting and enforcement or inspections.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Protective Services and Planning departments will be impacted.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Provincial requirements will need to be upheld, such as requirement to obtain a Premises Identification Number.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

Public expectations of the program, both for and against having backyard chickens.

8.0 ATTACHMENTS:

- 8.1 Proposal attached.

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends the Council accept the presented information from the public engagement survey, research conducted, and surrounding municipal input to direct Administration to move forward with drafting a Backyard Chicken Bylaw.

10.0 PROPOSED MOTION:

That Council direct Administration to proceed with drafting a bylaw to allow backyard chickens within the Town of Barrhead.

Proposal to Allow Backyard Hens in Barrhead

Purpose

We propose that Barrhead adopt a bylaw framework permitting residents to responsibly keep a limited number of backyard hens. This supports local food security, sustainability, and family education, while aligning with best practices already proven across Alberta municipalities.

Addressing Specific Local Concerns

Availability of veterinary support

It is a common misconception that a local veterinarian specializing in chickens must be available for backyard hens to be responsibly allowed. In practice, Alberta's regulatory model does not depend on proximity to a poultry vet. Instead:

- Owners are required to obtain a PID number, connecting them to provincial veterinary oversight systems for disease tracing and intervention.
- Small flock owners across Alberta typically rely on Alberta Agriculture's extensive Small Flock resources, online veterinary guidance, and regional generalist veterinarians for routine health questions.
- According to the Canadian Food Inspection Agency, owner education, sound coop design, and strict separation from wild birds are the most critical safeguards against avian diseases—far more so than local vet specialization.

Impact On Bylaw Officer Workload

Concerns that bylaw officers would be overwhelmed by hen-related enforcement are not supported by experiences in other Alberta municipalities.

- Edmonton, with an urban hen program since 2015, reports very low enforcement activity—far fewer calls than for typical dog or noise complaints.
- Calgary's pilot and subsequent city-wide rollout in 2023 confirmed that hen licensing created no measurable burden on bylaw staffing.
- Wood Buffalo's program similarly requires annual licensing and training, yet bylaw administration remains stable.

Most backyard hen owners are highly compliant because they invest time, training, and money into their flocks. Clear bylaws and licensing also give bylaw officers straightforward authority to address rare non-compliance.

Benefits to Barrhead

- **Food Waste Reduction:** Hens consume kitchen scraps, diverting organic waste from landfills and reducing municipal solid waste costs.
- **Food Security & Sustainability:** Fresh eggs directly support household food security and reduce long-distance food transportation impacts.
- **Educational Opportunities:** Keeping hens helps children and families learn about food systems, animal care, and responsible stewardship.
- **Low Health Risks:** When properly regulated, backyard hens present negligible risk to human health. Edmonton, Calgary, and rural MDs report extremely low rates of disease issues or formal complaints under their bylaws.

Key Safeguards

- **Flock size:** Maximum of 3–6 hens, with no roosters permitted, minimizing noise concerns.
- **PID registration:** Mandatory Premises Identification under Alberta’s *Animal Health Act*, ensuring rapid disease tracing and integration with the province’s existing poultry health infrastructure.
- **Biosecurity & coop standards:** Secure, predator- and rodent-proof coops with regular cleaning and locked feed to reduce disease, pests, and odour. Alberta Agriculture’s guidelines and local coop setbacks support neighbour relations.
- **Setbacks & siting:** Coops placed a minimum distance from property lines and dwellings, as seen in Edmonton and Calgary, to mitigate nuisance or sightline issues.
- **Licensing & inspections:** Annual municipal permits linked to completion of a short hen-keeping course, with the option for bylaw to perform periodic compliance checks.
- **Education:** Mandatory training on hen care, biosecurity, and neighbour courtesy—following the model used in Calgary, Edmonton, and Wood Buffalo—ensures residents understand responsibilities before keeping hens. Some areas, such as Edmonton, offer online classes that could be used as approved training (https://www.edmonton.ca/city_government/initiatives_innovation/food_and_agri_culture/hen-courses).

Alignment with Alberta's regulatory system

Alberta's existing agricultural framework is designed to support small flocks through:

- **Mandatory PID registration**, creating a provincial tracking system that enables rapid disease response.
- **Provincial veterinary oversight and CFIA biosecurity protocols**, reducing the need for extensive local public health infrastructure.
- **Extensive educational resources** through Alberta Agriculture and the CFIA that guide small flock owners.

This means Barrhead can confidently implement a backyard hen bylaw without requiring local specialized veterinary services or significant increases to bylaw enforcement resources.

Next Steps

We recommend drafting a bylaw modeled on successful examples from Edmonton, Calgary, Wood Buffalo, and comparable rural municipalities.

This balances:

- Community interest in food security and local sustainability,
- Animal welfare and public health protections,
- Practical, enforceable safeguards that limit administrative burden.

References

Alberta Agriculture & Forestry. (2021). *Small flock poultry resources*. Government of Alberta. Retrieved from <https://www.alberta.ca/small-flock-poultry.aspx>

Canadian Food Inspection Agency. (2023). *Biosecurity for backyard flocks*. Government of Canada. Retrieved from <https://inspection.canada.ca>

City of Calgary. (2023). *Urban hen licensing under the Responsible Pet Ownership Bylaw*. Retrieved from <https://www.calgary.ca>

City of Edmonton. (2019). *Urban Hen Program review*. Retrieved from <https://www.edmonton.ca>

Regional Municipality of Wood Buffalo. (2023). *Backyard hens pilot project*. Retrieved from <https://www.rmwb.ca>

Myth vs Fact Sheet

Concern	Myth	Fact
Disease Risk (Avian Flu)	Hens will bring dangerous diseases.	Alberta requires all flocks to register PID, which enables rapid tracing. Studies show small backyard flocks pose minimal risk.
Rodents & Pests	Chickens attract mice.	Rodents are attracted to unsecured feed, not chickens. Proper coop & feed storage prevents issues.
Noise	Chickens are noisy like roosters.	Hens are relatively quiet. Roosters are banned under proposed bylaw.
Smell & Waste	Backyards will stink.	Small flocks produce less waste than a medium dog. Regular cleaning and proper composting prevent odours.
Overwhelming For City Staff	Too much for bylaw enforcement.	Most municipalities manage with education and complaint-driven enforcement. PID system handles disease tracing.
Property Values	Allowing backyard chickens will decrease property values.	There is no consistent evidence that small backyard flocks negatively affect property values. In fact, well-regulated programs (Calgary, Edmonton) have had no documented property value impacts.

Summary Table of Other Municipalities That Have Enacted Similar Bylaws

Municipality / City / MD / Village	Hens Allowed	Roosters	Permits/Licenses	Notes
Calgary	2–4	No	Urban Hen licence; PID; coop placement approval; training required https://www.calgary.ca+15CityNews Calgary+15Moose Acres Farm+15	Launched as pilot in 2022 (100 licences), city-wide from 2023
Edmonton	3–6	No	Hen keeping licence; PID; required course; development permit; coop/run specs + neighbour notice	Pilot since 2015, cap lifted in May 2019
Regional Municipality of Wood Buffalo	3–6	No	Hen licence; PID; training; coop specs	Comprehensive biosecurity and standards
Foothills County	Up to 6	No	PID; LUB provisions	Only on parcels < 3 ac, outside hamlets
MD of Pincher Creek (hamlets)	Up to 4	No	Amendment Bylaw 1272-17	Applies only within hamlet boundaries
Village of Barons	Up to 4	No	Annual licence; coop standards	Pilot ran Jan–Dec 2023; neighbour support required
Town of Devon	Up to 6	No	Special permit; PID; training; inspections	Town within rural setting
Vulcan County	3–6	No	PID; bylaw for parcels >10 ac	Exemptions in rural-general zoned land
Town of St. Paul	Up to 6	No	CUD zoning; permit for > 2 ac lots	Controlled urban development zones

Sample Bylaw Wording

Definition:

“Hen” means a domesticated female chicken.

“Urban Hen Licence” means a licence issued by the Municipality to keep urban hens.

Flock & Licensing

- A person shall not keep more than six hens on a residential property.
- Roosters are prohibited.
- The owner must obtain an Urban Hen Licence, renewable annually.

Location & Coop Standards

- Coops shall be located in rear yards only, with a minimum setback of 1 metre from all property lines and 3 metres from any dwelling on an adjacent parcel.
- Coops must be secure against predators and built to prevent rodents.

Care & Biosecurity

- Feed must be stored in rodent-proof containers.
- Manure must be composted or disposed of in a manner that prevents odours and vermin.
- Owners must complete a hen-keeping course approved by the Municipality.

Provincial Requirements

- Owners must maintain a valid Premises Identification (PID) number under Alberta Agriculture’s Premises Identification Program.

Enforcement

- The Municipality may suspend or revoke an Urban Hen License if the owner fails to comply with this bylaw.

COMMUNITY FUTURES YELLOWHEAD EAST

CFYE Regular Board Meeting Minutes

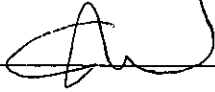
Wednesday June 18, 2025

1:00 – 4:00 PM Community Futures Yellowhead East

In Attendance :	Nick Gelych, Daryl Weber, Liz Krawiec, Jim Hailes, Robin Murray, Anna Greenwood, Serena Lapointe, Michelle Jones
VIRTUAL ATTENDANCE MISSING:	TY ASSAF, MARVIN SCHATZ, MATTHEW HARTNEY DAVE KUSCH
1) CALL TO ORDER	Meeting called to order: Chair Nick Gelych called the meeting to order at 2:49 PM
2) CONSENT AGENDA	2.0 Adoption of Consent Agenda <u>Motion # 17 Moved by: Serena Lapointe</u> <i>To accept consent agenda as provided</i> CARRIED
3) ADOPTION OF AGENDA	Adoption of Regular Meeting Agenda <u>Motion# 18 Moved by: Daryl Weber</u> <i>That the agenda be accepted as amended to include</i> ADD: New Business: 6.1 – Prairies Can New Contract Application 6.2 – ED Annual Performance Review 6.3 – Alberta Quarterly Stats CARRIED
4) IRC REPORT	4.1 IRC Loan /Client Update: As Presented a) Lawyers Updates – Default Clients Mayerthorpe Client – Lawyer advised BA that the bank was not cooperative in providing an update to the lawyer regarding the amount of equity available in the client’s house, prior to moving forward with legal claim against the home. <u>Motion # 19 Moved by: Liz Krawiec</u> <i>Motion made providing BA authorization to have legal council move forward with court order to force bank to release the information requested.</i> b) New Partnership Loan Approval Updates c) Client Payout Update <u>Motion # 20 Moved by: Daryl Weber</u> <i>Motion to approve as information</i> CARRIED 4.2 New Day Care In House Term Loan Approval

	<p>Motion # 21 Moved by: Liz Krawiec <i>Motion to ratify youth loan and term loan approval for new daycare</i></p> <p style="text-align: right;">CARRIED</p>
5) OLD BUSINESS	<p>5.0 Regional Investment Attraction Marketing Strategy Project Update</p> <p>Motion# 22 Moved by: Robin Murray <i>Motion to accept as information</i></p> <p style="text-align: right;">CARRIED</p> <p>5.1 CFYE Q4 Results Accepted</p> <p>Motion# 23 Moved by Liz Krawiec <i>Motion to Accept Prairies Can approval as information</i></p> <p style="text-align: right;">CARRIED</p>
6) NEW BUSINESS	<p>6.1 CF Funding Renewal Application Motion # 24 Moved by: Serena Lapointe <i>Motion to accept as information</i></p> <p style="text-align: right;">CARRIED</p> <p>6.2 ED Performance Review <i>ED directed to send 360 Performance Review template to staff and board members for completion and forwarding to the Board chair and Executive to conduct final review.</i></p> <p>6.3 Alberta Quarterly Stats <i>Ed instructed to share a copy with the board members for information</i></p>
7) ROUND TABLE:	<p>Town of Swan Hills: - Liz advised they held a town hall meeting with the residents in regard to the recent fire evacuation process.</p> <p>Town of Mayerthorpe – Anna advised the municipality in partnership with Woodlands County and Lac Ste Anne County have purchased a new Westend Bus that will start running soon.</p> <p>Town of Whitecourt: Serena advised the new Arts & Culture Centre is continuing to remain within budget and on time. The building is considered 40% completed.</p> <p>Town of Barrhead: Ty shared information about Lemonade Day, the annual parade as well as information update on Phase II of the All Whell Park</p> <p>County of Barrhead: Marvin advised that the judges provided feedback regarding how spread out the Lemonade Stands were this year and that they had difficulty finding some of them. Lemonade Day Coordinator Lilian, provided information to Marvin, advising him that all the judges are provided with packages prior to the day, listing the number of stands and their locations. Unfortunately, this is part of the program, being that the entrepreneurs get to choose the location they wish their stands to be located at , which can create some distance between booths.</p> <p>Town of Onoway: Robin Murray advised that Heritage Days were coming, and Lemonade Day had a good turnout this year.</p>

CORESSPONDENCE	As attached: RRRF Interest Clarification Barrhead News Report New Minister & CF Renewal Process
NEXT MEETING	September 18, 2025



CFYE Board Chair



Organizational and Regular Meeting of Council Highlights October 28, 2025 (*Unofficial*)

ADMINISTRATION

- All elected officials were sworn in as Councillors and signed their Oath of Office
- Appointed Councillor Erik Munck as Reeve and Councillor Walter Preugschas as Deputy Reeve for the 2025-2026 Council.
- Appointed elected officials to a variety of internal and external committees.
- Reaffirmed the Health & Safety Policy AD-001.
- Received the Respectful Workplace Policy HR-003 for information.
- Accepted the 2026 Meeting Calendar and cancelled regularly scheduled Council meetings on January 20, March 17, August 4, and November 3, 2026 to accommodate scheduling conflicts and a summer break, leaving a total of 21 regularly scheduled Council meetings for 2026.
- Accepted the offer of \$121,000 plus gst provided by Sunnyside Realty on behalf of their client for the sale of the 10-acre parcel within Pt. SW 15-58-2-W5 and directed the CAO to proceed with the sale in accordance with the MGA and Policy AD-008 – Tax Recovery Process.
- Received the Community Peace Officer Summer 2025 Enforcement Services report for information
- Received for information the County Manager's report including updates on:
 - Resolution Tracking List
 - Discussed updating signing authorities for the municipality
- Rescheduled the October 30, 2025 Committee of the Whole meeting to November 7, 2025.

CORPORATE SERVICES

- Council denied the request for cancellation of penalties in the amount of \$448.01 on tax roll 150047008.

Next Regular Council Meeting – Tuesday November 4, 2025 at 9:00 a.m.

ADMINISTRATION

- Council approved the Reserve Bids and Terms & Conditions for sale of 4 properties listed on the 2025 Public Auction scheduled for December 3, 2025.
- Received for information the County Manager's report including updates on:
 - Cybersecurity email to be sent to all Councillors to set them up for training
- Council approved Administration's request for up to a 90-day extension for offering Council Orientation under the *Municipal Government Act (MGA)* sec. 201.1(2)
- Council increased the amount of reimbursement for Councillor electronic devices from \$500 to \$1,000 per term and directed Administration to incorporate new amount into draft budget, financial plans and revise Policy HR-001 to reflect the new amount.

CORPORATE SERVICES

- Council approved the 2026 Barrhead & District Twinning Committee Operating Budget in the amount of \$8,100 which includes a contribution of \$4,050 from each municipality and the 3-year financial plan as recommended by the Barrhead & District Twinning Committee.
- Approved the 2026 Barrhead Regional Landfill Operating Budget in the amount of \$359,280 which includes a contribution of \$104,390 from each municipality, the 2026 Capital Budget in the amount of \$nil, 3-year financial and 10-year Capital Plans as recommended by the committee.
- Council received a presentation from Savannah Belyk, Executive Director FCSS, and approved the 2026 FCSS operating budget of \$937,283 with the County contribution of \$77,149 (same as the Town) as recommended by the committee.
- Received a presentation from the Barrhead Public Library Board and approved the 2026 Local Appropriation requested by the Board of \$177,933.
- Council approved the following recommendations from the Barrhead Regional Fire Services committee:
 - 2026 BRFS Operating Budget of \$1,047,220 which includes County estimated operational contribution of \$553,660.
 - 2026 Emergency Response Centre (ERC) Operating Budget of \$56,900 which includes a contribution from each municipality of \$28,450.
 - 2026 BRFS Capital Budget of \$16,000 which includes a contribution from each municipality of \$8,000.
 - 2026 ERC Capital Budget of \$31,900 which includes grant revenue of \$5,000 and a contribution from each municipality of \$13,450.
 - 3-year Financial Plan and 10-yr Capital Plan for both the BRFS & ERC
- Accepted the following financial reports for information: Cash, Investments, & Taxes Receivable Report, Payments Issued Report, YTD Budget Report, YTD Capital Report, and Elected Official Remuneration Report as of September 30, 2025.

PLANNING

- Council approved subdivision application 25-SUB-133, to subdivide a developed 4.05 ha (10.0 ac) country residential lot from a previously unsubdivided quarter section, NW 9-61-04-W5, with conditions as presented.
- Approved subdivision application 25-SUB-136, to subdivide a developed 2.02 ha (5.0 ac) country residential lot from a previously subdivided quarter and consolidate a previously subdivided vacant country residential lot into the remainder of the quarter section, NW 34-59-03-W5, with conditions as presented.

Next Regular Council Meeting – Tuesday December 2, 2025 at 9:00 a.m.

REQUEST FOR DECISION

To: Town Council

From: Collin Steffes, CAO

Date: November 25, 2025

Re: Alberta Health Services Tree of Hope Campaign

1.0 **PURPOSE:**

For Council to consider a recommendation to support the Alberta Health Services Tree of Hope fundraising campaign.

2.0 **BACKGROUND AND DISCUSSION:**

The Barrhead Healthcare Centre is raising money to purchase an additional neonate cardiac monitor. The monitor is used when there are additional needs in the labor/delivery rooms and the emergency department.

1) **Tree of Hope:**

- a. The “Tree of Hope” will be located in the admitting area at the hospital.
- b. Names of Donors will be displayed on the “Donation Tree”. Donor’s names will also be recognized online on the Tree of Hope Facebook Page.
- c. Levels of Donation are as follows:

i. \$ 10.00	Light-bulb
ii. \$ 250.00	Ornament
iii. \$ 500.00	Bronze Star
iv. \$1,000.00	Silver Star
v. \$2,500.00	Gold Star

3.0 **ALTERNATIVES:**

Council may consider the following alternatives:

- 3.1 Council may choose accept the request as information.

4.0 FINANCIAL IMPLICATIONS:

The donation would be funded from the Grants to Organizations – Miscellaneous fund.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Finance department would prepare the financial transaction.

6.0 SENIOR GOVERNMENT IMPLICATIONS:

None.

7.0 POLITICAL/PUBLIC IMPLICATIONS:

This is an opportunity to support our local community hospital with the donation making a difference in the health and well-being of our local residents.

8.0 ATTACHMENTS:

8.1 Letter of Request

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council consider the different levels of donation options and choose an amount to donate on the Town's behalf.

10.0 PROPOSED MOTION(S):

That Council direct Administration to donate \$ _____ towards the Tree of Hope Campaign.

(original signed by the CAO)
Collin Steffes
CAO



October 27, 2025

Dear Sir/Madam:

The Barrhead Healthcare Center is raising money again this year through our Tree of Hope fundraising event and we are very hopeful that you will choose to support our campaign. This year's donations will go towards the purchase of an additional neonate cardiac monitor. This monitor is used when we have additional needs in either the labor and delivery rooms or the emergency department.

We would like to invite you to consider being part of this special project for the upcoming Christmas Season and helping us meet this very important goal.

The "Tree of Hope" will be located in the admitting area at the hospital and when your donation is received; your name or your business name will be displayed on our "donation tree." A \$10.00 donation will buy a light bulb and a donation of \$250.00 will buy an ornament. There are three categories of stars that can be purchased: Gold stars for \$2,500.00, Silver stars for \$1,000.00, and Bronze stars for \$500.00. All donations of any amount are gratefully appreciated and will be acknowledged and prominently displayed in the hospital. In addition, you will be recognized on line on the tree of hope Facebook page for your contribution at the end of the campaign. All donations are tax deductible.

Join Us in Lighting the Tree of Hope!

This is an exciting opportunity to support your local community hospital. Your generous gift will make a meaningful difference in the health and well-being of our patients. Together, as a community, let's light up the **Tree of Hope** with shining stars, ornaments, and glowing bulbs — each one representing the kindness and generosity of people like you.

Donations will be accepted until December 31, 2025, and can be mailed to the hospital. All cheques need to be made out to **Barrhead Healthcare Centre Auxiliary** and in the subject line **Tree of Hope**.

For more information please call myself at 780-305-3341 or Lesya Hove at 780-305-3324. Thank you for your consideration of this worthwhile project.

Sincerely,

Nicki Borle

Site Manager | Barrhead Healthcare Centre | Swan Hills Healthcare Centre
Contact: 780-305-3341

Find Barrhead Tree of Hope on Facebook



<https://www.facebook.com/BarrheadTreeOfHope/>



Scan Code
Donate Online

BARRHEAD HEALTHCARE CENTRE



Tree of Hope

NOVEMBER 1 - DECEMBER 31, 2025

Donate At Barrhead Healthcare Centre

Or Online



Find Barrhead Tree of Hope on Facebook



<https://www.facebook.com/BarrheadTreeOfHope/>

Scan Code
Donate Online

International Day For Persons with Disabilities



**WEDNESDAY
DECEMBER 3RD
9-11:30AM**

Barrhead Senior Drop In-Centre
5437 49 St, Barrhead, AB T7N 1A2

Free Pancake Breakfast
Resource Sharing
Join the Fun and Connect!

Need a ride? Book the Accessibility van!

To book a ride, contact:

- Ryan Ossevorth – (780) 284-1242
- Rickie Sutherland – (780) 674-3341 ext. 111
- Email: project.leader@barrheadfcss.org

**RIDE
WITH US
FOR FREE!**



Are you a person with a disability, or do you support someone with a disability and run a business? We'd love to showcase your work at our upcoming event! Please contact Dausen at dKluin@barrhead.ca for more details.



REQUEST FOR DECISION

To: Town Council

From: Jennifer Mantay, Director of Corporate Services

Date: November 25, 2025

Re: Barrhead Public Library 2026 Budget

1.0 PURPOSE:

For Council to review additional information for tabled motion 332-25 and consider approving the Barrhead Public Library 2026 Operating Budget.

2.0 BACKGROUND AND DISCUSSION:

Ms. Lindsey Juke Turnbull, Director of the Barrhead Public Library Board, and Mrs. Jane Kusal, Barrhead Public Library Board Chairperson, presented their 2026 Barrhead Public Library Budget to Council on October 28, 2025.

Council requested additional information regarding the past five years per capita increases that the Town provided the library. That information is as follows:

Year	Per Capita Contribution	Annual Per Capita Contribution	Annual Utilities Contribution	Total Annual Contribution
2022	\$19.00	\$87,001	\$5,750	\$92,751
2023	\$22.30	\$96,336	\$5,750	\$102,086
2024	\$22.75	\$98,280	\$7,500	\$105,780
2025	\$24.00	\$103,680	\$7,500	\$111,180
2026	\$29.00 (proposed)	\$125,280 (proposed)	\$7,500 (proposed)	\$132,780 (proposed)

*2022 population 4,579. In addition to regular contributions, Council also provided an additional lump sum payment of \$3,650 for a COLA increase to the library staff, so the total 2022 contribution is \$96,401.

*2023 to 2026 population 4,320 (based on Alberta Treasury Board)

Based on the above, over the past five years, the per capita contribution has increased from \$19.00 to \$29.00 (proposed), a 52% increase. Ms. Juke Turnbull advised that the increased revenues would be mainly used to offset salaries and book collection improvements.

The Barrhead Public Library's 2026 operating budget includes a municipal contribution of \$29.00 per capita, totaling \$125,280.00. This represents an increase of \$21,600.00—or 20.8%—compared to the 2025 contribution of \$24.00 per capita.

As in previous years, the Barrhead Public Library is also requesting that the Town contribute an additional \$7,500.00 towards utility payment assistance.

3.0 ALTERNATIVES:

3.1 That Council tables the Barrhead Public Library's 2026 budget and request their Administration to provide further information to the next Council Meeting.

4.0 FINANCIAL IMPLICATIONS:

The proposed 2026 operating budget includes a contribution of \$ 125,280.00 along with an additional \$7,500.00 for utility payment assistance, bringing the total financial commitment from the Town to \$132,780.00.

5.0 INTERDEPARTMENTAL IMPLICATIONS:

Not Applicable

6.0 SENIOR GOVERNMENT IMPLICATIONS:

Not Applicable

7.0 POLITICAL/PUBLIC IMPLICATIONS:

The Barrhead Public Library provides an important role for the community.

8.0 ATTACHMENTS:

8.1 Barrhead Library Board letter dated October 22, 2025

8.2 Barrhead Library Board proposed 2026 Operating Budget

9.0 ADMINISTRATIVE RECOMMENDATION:

Administration recommends that Council approves the 2026 Barrhead Public Library Operating Budget.

10.0 PROPOSED MOTION:

That Council approves the 2026 Barrhead Public Library Operating Budget as presented.

(original signed by the CAO)
Collin Steffes
CAO

BARRHEAD PUBLIC LIBRARY

5103 – 53 Avenue, Barrhead, Alberta T7N 1N9

Phone: 780-674-8519 Fax: 780-674-8520

lindsey@barrheadpubliclibrary.ca www.barrheadpubliclibrary.ca

October 22, 2025

Collin Steffes
CAO
Town Of Barrhead

Dear Mr. Steffes,

Re: Barrhead Library Board proposed 2026 budget for presentation to Council.

At the request of the Library Board, I enclose for Council's consideration:

- The 2025 year-end projections for the Barrhead Public Library
- The proposed 2026 budget for Barrhead Library Board including allotments for Neerlandia Public Library. This budget was presented to the Library Board and approved on Oct. 21, 2025.

Changes in 2025 to note:

- The board anticipated staffing costs to increase this year with the retirement of the former director and recruitment and retention of qualified candidates this year. Further they planned for some overlap to guarantee a smooth transition and also secured a consultant recommended by Yellowhead Regional Library
- With the increased costs, reserves were used in these circumstances, but reserves are not enough to be sustainable each year. We will need to be building those up again in case of emergency so we have some on hand again in future.
- Overall, in 2025 we are only projecting 0.8% over budget

Further changes anticipated in 2026:

- An additional \$5 per capita is being requested of the Town and County, bringing it to a total of \$29 each.
- The funding increase includes a 3% cost-of-living rise.
- The need for collections improvements has been identified, and this will cost a little each year that the project takes, so the request has been for \$5000 extra in this area
- Shared costs between Town and County for janitorial and utility services for Barrhead Public Library will remain unchanged from last year even though utility and janitorial costs have and will increase. Each municipality is asked to contribute \$7,500.

Please do contact me with any questions or ideas you or Council may have regarding the proposed budget. I look forward to meeting with Council next week to further discuss this matter.

Connect . Discover . Explore

Sincerely,

Lindsey Juke Turnbull
Library Director

October 15, 2025					
BARRHEAD LIBRARY BOARD					
2025 Budget-Revenue					
	2024 Actual	2025 Budget	2025 Projected year end	2026 Proposed Budget	Notes: Re: 2026 Budget
Cash Revenue					
Government Revenue					
Municipal Affairs	69,855	69,855	69,855	69,855	\$5.60/capita plus \$9000 operating grant
Town of Barrhead	98,280	103,680	103,680	125,280	Town of Barrhead 4320@ \$29.00
County of Barrhead	133,702	141,048	141,048	170,433	County of Barrhead 5877@ \$29.00
COLA for BPL					
Total Government Revenue	301,837	314,583	314,583	365,568	
School Revenues					
Instruction	31,550	29,250	30,980	29,950	Grades K-6 (599 students)
Books					
Total School Revenues	31,550	29,250	30,980	29,950	
Public Library Revenues					
Donations/Fundraising					
Memorial/Gifts	12,763	9,000	12,000	10,000	
Books for Babes	1,750	500	750	750	
Friends of the Library	3,494	2,500	2,500	2,500	
Used Book Sales	1,012	900	1,000	1,000	
Book Fairs	13,673	6,500	12,000	12,000	
Adopt-A-Magazine	1,315	800	800	800	
Total Donations/Fundraising	34,007	20,200	29,050	27,050	
Grants					
Program Grants					
Employment Grants	0	4,200	0		
YRL/Culture	\$ 850	\$ 850	\$ -		
CAP/Other					
Total Grants	850	5,050	0	0	

October 15, 2025					
BARRHEAD LIBRARY BOARD					
2025 Budget-Revenue					
Operations					
Membership fees	9,352	8,000	8,000	8,000	
Fines	933	500	650	700	
Program fees	2,169	2,100	1,300	1,750	summer programs, exams, rentals
Other	2,922	2,400	2,400	2,500	printing, lost, damaged, makerspace, etc.
Handling fees (BES)					
Total Operations	15,376	13,000	12,350	12,950	
Total Public Library Revenues	50,233	38,250	41,400	40,000	
<i>Withdrawal from reserve</i>		13,668	13,668		
<i>GST Refund</i>	0	1,200	1,700	1,200	
<i>Interest from Equity</i>	1,542	500	1,000	800	
<i>One Time Provincial Contribution</i>					
<i>Town&County-Library Utilities</i>	10,402	15,000	15,000	15,000	
Total Cash Revenues	395,564	412,451	418,331	452,518	
Allotments					
YRL Barrhead Allotment	7,245	7,245	7,245	7,245	library materials allocated for BPL
YRL Neerlandia Allotment	1,063	1,063	1,063	1,063	library materials allocated for NPL
YRL BES Allotment	524	524	524	524	library materials allocated for BES
YRL NPCS Allotment	227	227	227	227	
Total Allotments	9,059	9,059	9,059	9,059	

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2026 Proposed Budget--Expenses					
	2024 Actual	2025 Budget	2025 Projected Year End	2026 Proposed Budget	
Salaries					2026budget notes
Regular Employees	261,652	281,404	290,000	306,206	3% cola
RRSP Contributions	1,350	2,500	2,500	4,000	
AUMA	3,159	3,600	5,100	8,850	
Workers Compensation	928	950	1,150	1,200	
Total Salaries	267,089	288,454	298,750	320,256	
Special Projects Personnel					
Summer Students	7,435	15,400	7,104	7,500	
CAP/YCW					
Total Special Projects	7,435	15,400	7,104	11,000	490 hours
Total Salaries and Special Projects	274,524	303,854	305,854	331,256	
Administrative Expenses					
Board Expenses	100	100	5,125	100	
Prof. Membership & Dues	212	500	500	500	
Other (Licenses)	3,030	1,000	1,700	1,625	movies, office, debit machine, CAFT
Total Administrative Expenses	3,342	1,600	7,325	2,225	
Accounting & Legal	2,392	2,400	2,400	2,400	
Accounting software	1,325	1,325	1,400	1,400	
Advertising/Promotion					
Publicity	1,440	2,000	2,000	1,500	
Total Advertising/Promotion	1,440	2,000	2,000	1,500	
Total Acc/Legal, Advertising	5,157	5,725	5,800	5,300	
Book Fairs	10,424	4,500	9,000	9,000	
Capital Disbursements					
Technology	1,120	500	500	500	
Capital - other					
Total Capital Disbursements	1,120	500	500	500	
Collection Development					
BPL	15,000	15,000	15,000	20,000	
BES Collection					
Total Collection Development	15,000	15,000	15,000	20,000	

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2026 Proposed Budget--Expenses					
	2024 Actual	2025 Budget	2025 Projected Year End	2026 Proposed Budget	
Programs and Exhibits					
Art Exhibits	154	150	150	150	
Books for Babes	34	600	400	500	
Summer Reading Program	148	500	200	300	
Library Programs	1,549	1,500	2,000	1,750	Library programs
Alberta Culture Days	108	850			
Summer Camps	627	1,000	725	600	
Other Programs & Resources	2,866	3,000	1,500	2,000	programs, makerspace
Total Programs & Exhibits	5,486	7,600	4,975	5,300	
Total Collection & Programs	20,486	22,600	19,975	25,300	
Communication/Utilities					
Utilities	12,783	15,000	15,000	15,000	Paid to PHRD
Insurance	2,208	3,000	3,000	3,000	Paid to PHRD
Phone/data Communications	2,002	1,850	1,850	1,850	Paid to PHRD
Total Communication/Utilities	16,993	19,850	19,850	19,850	
Maintenance/Repair/Upgrading					
Maintenance	400	500	2,200	1,700	includes clean front mats
Maintenance-PHRD					
Total Maintenance/Repair/Upgrading	400	500	2,200	1,700	
Professional Development					
Board	30	500	300	300	
Staff	2,932	2,000	2,000	2,000	
Director	372	500	600	750	
Total Professional Development	3,334	3,000	2,900	3,050	
Staff/Volunteer Appreciation	527	500	500	500	
Prof. Development/Volunteer Apprec.	3,861	3,500	3,400	3,550	
Supplies & Materials					
General Office Supplies	2,172	3,500	3,000	3,000	
Photocopying	3,452	2,500	2,500	2,500	Paid to PHRD
Processing Supplies	1,770	3,500	1,500	1,500	For books/magazines
Contracted Services					
Regular Postage	163	400	450	450	
Total Supplies & Materials	7,557	9,900	7,450	7,450	
Neerlandia Disbursement	38,306	39,922	40,422	46,387	1293*29.00)+(1383*6.428)
Total Cash Expenditures	382,170	412,451	421,776	452,518	